

memorandum

DATE: July 26, 2002

REPLY TO:

ATTN OF: Chairman, Federal Technical Capability Panel

SUBJECT: QUARTERLY REPORT ON FEDERAL TECHNICAL CAPABILITY

TO: Distribution

This Quarterly Report on the Federal Technical Capability Panel (FTCP) contains information on the status of qualifications in the Technical Qualification Program (TQP). The other three measures (technical skill gaps, availability of positions at closure sites, and technical interns at Department of Energy) have a semi-annual periodicity and will be updated in October 2002 report for the quarter ending September 30, 2002.

Attachment 1 is the Status of Qualifications in the Technical Qualification Program (TQP). The DOE goal is to meet and exceed a 75% fully qualified rate for all personnel in the TQP. The DOE qualification rate is improved from 59% last quarter to 64% with 11 of 24 reporting offices meeting the 75% qualified goal. The number of offices with no overdue personnel in their TQP qualifications improved from 6 last quarter to 9 of 24 offices. Most all offices need to refocus efforts and assist those personnel in an overdue or incomplete status to finish their qualifications.

At the FTCP meeting held on May 30, 2002, it was agreed that those HQ Program Offices and Field and Area Offices that do not meet either of their DOE TQP goals will identify 30/60/90 day goals for reaching 0 overdue and/or 75% fully qualified. These 30/60/90 day goals were provided by the respective FPCP Agents and are provided in attachment 1.

Attachment 2 is the Status of Filling Technical Skill Gaps as of March 31, 2002, and will be next updated in the October 2002 report. These gaps were identified in the report, "Analysis of Safety System Federal Staff Expertise and Availability," dated January 24, 2002. The report identified a total of 31.75 full-time equivalent (FTE) positions that are needed to provide necessary and sufficient oversight of contractor safety systems. The current gap is 28.8 FTEs. Sites are encouraged to continue to reduce the gaps by using available technical personnel from closure sites, sites which have additional Subject Matter Experts (SMEs), and by supplementing their staff either with new hires or with personnel from Headquarters and Albuquerque offices. FTCP is compiling a list of management approved SMEs in the TQP to facilitate amending these gaps so we can still perform the technical/quality oversight job.

Attachment 3 is the Availability of Technical Positions at Closure Sites as of March 31, 2002, and will be next updated in the October 2002 report. The purpose of this information is to show dates by which technical positions at Ohio (OH) and Rocky Flats (RF) Field Offices will become available to the rest of DOE. All offices need to ensure the transportability of qualifications, which will help in retention of technical expertise from closure sites, as well as efficient reassignment of personnel with mission changes. The FTCP functions to assist sites in establishing agreements or

processes by which persons in these technical positions are identified with sufficient lead time and

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can be transferred to other sites. A recent memo was sent emphasizing the importance of the Technical Qualification Program principle of transportability of qualifications.

Attachment 4 is the Status of DOE Technical Interns as of March 31, 2002, and will be next updated in the October 2002 report. There are a total of 31 interns at seven Field and Headquarters program offices. Field and Area Office Managers should evaluate the status and progress of interns assigned to their Offices and consider assigning them to qualify in TQP functional areas in which there are technical skill gaps. When extending future job offers to interns, consideration should be given to hiring interns who will be able to reduce the technical skill gaps.

If you have any questions, please call me at (509) 376-6677.


Roy J. Schepens
Chairman
Federal Technical Capability Panel

Attachments

- 1) Status of Qualifications in the TQP
- 2) Status of Filling Technical Skill Gaps
- 3) Availability of Technical Positions at Closure Site Offices
- 4) Status of DOE Technical Interns

July 26, 2002

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cc:

Administrator, National Nuclear Security Administration
Under Secretary for Energy, Science and Environment
Federal Technical Capability Panel Agents

Status of Qualifications in the Technical Qualification Program (TQP)

June 30, 2002

Update Frequency: Quarterly

Office		Number of People in the TQP	Number Fully Qualified	Number Overdue	Percent Fully Qualified	30/60/90 Day Goals for reaching 0 Number Overdue and 75% Fully Qualified Program Goals
OPS / AREA OFFICES						
AL	OPS	121	54	16	45%	30-day 8 overdue, 54% qualified; 60-day 4 overdue, 57% qualified; 90-day 2 overdue, 62% qualified
AL	ASO	57	24	2	42%	30-day 1 overdue, 47% qualified; 60-day 0 overdue, 51% qualified; 90-day 0 overdue, 53% qualified
AL	KSO	38	14	4	37%	30-day 2 overdue, 45% qualified; 60-day 1 overdue, 50% qualified; 90-day 0 overdue, 55% qualified
AL	KCSO	33	17	0	52%	30-day 0 overdue, 55% qualified; 60-day 0 overdue, 67% qualified; 90-day 0 overdue, 67% qualified
AL	LASO	50	26	4	52%	30-day 2 overdue, 62% qualified; 60-day 1 overdue, 66% qualified; 90-day 0 overdue, 76% qualified
CBFO	FIELD	9	6	1	67%	0 Number Overdue and 78% fully qualified by September 30, 2002
CH (Note 1)	OPS	18	15	0	83%	
ID	OPS	114	100	2	88%	Number Overdue: Perf Improvement Plans are drafted if deficiency extends beyond year end evaluation
NV (Note 2)	OPS	94	62	0	66%	Note 2
OAK (Note 3)	OPS	41	6	0	12%	No increase in number qualified in the next 90 days. See note 3.
OH	FIELD	16	16	0	100%	
OH	FERN	34	33	0	97%	
OH	MEMP	23	23	0	100%	
OH	WVDP	16	15	0	94%	
OR (Note 4)	OPS	202	50	3	24%	7/30/02 - 1; 8/30/02 - 0; 9/30/02 - 0 75% fully qualified by 3/30/03
ORP	FIELD	72	55	0	76%	
RFFO	FIELD	80	71	1	90%	
RL	OPS	117	111	0	95%	
SR	OPS	199	163	6	82%	0 Overdue by October 2002/Conducting STSM Functional Area qualification training
SR	NNSA	28	17	3	65%	75% fully qualified by October 2002
YAO (Note 5)	NNSA	51	25	7	51%	30-day 6 overdue, 58% qualified; 60-day 5 overdue, 61% qualified; 90-day 3 overdue, 69% qualified YSO 75% fully qualified (39 individuals) by November 2002
HQ PROGRAM OFFICES						
EH	HQ	65	59	6	91%	Overdues qualified by September 30, 2002
EM (Note 6)	HQ	23	6	13	26%	30-day 26% qualified; 60-day 67%qualified; 90-day 100% qualified
NNSA	HQ	47	35	7	74%	30-day 4 overdue; 60-day 2 overdue; 90-day 0 overdue
DOE Total		1548	1003	75	64%	
DOE GOALS		-	-	0	75%	

Note 1 - CH's participation in the TQP is voluntary. CH managers have not assigned due dates to individuals for most functional areas. The exception is the Facility Representative area. The qualification status reflects only Facility Representatives.

Note 2 - NV has a Requalification Plan for 27 employees who originally qualified 3 years ago. It is anticipated that all those employees will requalify by September 30, 2002. The NNSA reorganization will impact the status of TQP completion rates because employees' functions and positions are subject to change.

Note 3 - OAK has recently completely revised its Technical Qualification Program, and is rolling out the more rigorous program in a prioritized, incremental approach. OAK is requiring all participants in the program to qualify under the revised program, including those who completed qualification under the old OAK TQP. OAK has signed off 371 of the 2556 competencies (14.5%), in the DOE Qualification Standards (i.e. general technical base plus functional standard), needed to qualify the 41 individuals in the OAK Technical Qualification Program.

Note 4 - New to Program, 83; Previously Qualified, Moved to New Position, 11; Previously Qualified, Transferred from Another Site, 6; Previously Qualified, New Competencies Added to Position, 52

Note 5 - YSO is in the process of developing a Safeguards and Security Division, including adding personnel into the TQP. Adjustments to the baseline number of TQP participants will be reflected in the next scheduled report.

Note 6 - At EM HQ, STSM program incumbents must participate in the TQP and complete the program in 18 months. All other TQP participants may voluntarily participate and are not assigned a deadline. There are 4 voluntary TQP participants, none of whom are fully qualified. 6 of the 19 STSMs are fully qualified while the remaining 13 STSM incumbents are overdue. EM rebaselining participation in the program.

Status of Filling Technical Skill Gaps

March 31, 2002

Update Frequency: Semi-Annually

	SKILL GAPS IN EACH TECHNICAL AREA (Numbers Represent FTEs)															
OFFICE	Mechanical Engineer		Electrical Engineer		Instrumentation & Control		Criticality Safety		Fire Protection		Civil, Structural Engineer & Natural Phenomena		Emergency Preparedness		TOTAL GAPS	
<u>NNSA Site Offices</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>	<u>Original</u>	<u>Current</u>
ASO	1.7	1.7	1	1											2.7	2.7
KSO	1	1	0.9	0.9	0.1	0.1									2	2
LASO	1.5	1.5	1	1	1	1	1	1	1	1			1	1	6.5	6.5
NV	2.2	2							0.5	0.5					2.7	2.5
OAK	1.75	1	0.5	1					1.5	1	0.5	0.5			4.25	3.5
YAO			0.5	0.5	0.5	0.5	2	1	1	1					4	3
<u>EM Site Offices</u>																
ORP	3	3	1	1	2	2			1	1					7	7
RFFO	0.3	0.3													0.3	0.3
RL	1	0	0.3	0.3					1	1					2.3	1.3
DOE Totals	12.45	10.5	5.2	5.7	3.6	3.6	3	2	6	5.5	0.5	0.5	1	1	31.75	28.8

"Original" column represent gaps described in the report, "Analysis of Safety System Federal Staff Expertise and Availability" dated January 24, 2002.

Notes/Changes:

OAK (Livermore Site Office): The .75 FTE gap in mechanical engineering was filled by internal reassignment. Reevaluation of the needs increased the electrical engineering gap to 1.0 FTE and decreased the fire protection gap to 1.0 FTE. A Fire Protection Eng FTE has been advertised, but no qualified applications have been received. Currently, line management is considering raising the pay rate to excepted service pay band IV (from pay band III) and reannouncing the position. Oversight of the vital safety systems that would be done by those positions identified in the gap analysis is currently being performed by a combination of facility reps, safety analysts, support service contractors, and support to the Livermore Site Office from the Oakland Operations Office.

ORP: Continuing to evaluate internal candidates to assign to those positions and is continuing staffing analysis discussions with EM-1. Compensatory measures include using ORP qualified staff not dedicated to filling those roles, obtaining assistance from RL as available, and use of support contractors as needed.

RFFO: The 0.3 mechanical engineer FTE is not expected to be filled with a new person. The person previously filling that role is still available to provide assistance on a as-needed basis. Since RF is a closure site and with staffing already above the FTE ceiling, there are no current plans to hire additional a FTE in this area. Additionally, when need arises for specific expertise, RFFO will obtain the needed resources through service support contractors (e.g. nuclear safety) or through partnership with Kaiser-Hill (Phase II assessments).

RL: Internal staff job reassignments to fill need in Mechanical. Compensatory actions include using existing qualified RL staff not dedicated to filling those roles (e.g. RL has two certified fire protection engineers) and use of support contractors as needed.

YAO: One NCS Engineer position was filled with existing personnel and plans are to hire one NCS engineer to fill remaining criticality safety gap.

Availability of Technical Positions at Closure Site Offices

March 31, 2002

Update Frequency: Semi-Annually

Closure Site Office Functional Areas	Number of Positions	Dates by Which Positions Become Available to Rest of DOE *
<u>Ohio Field Office</u>		
Chemical Processing	1	2006
Electrical Systems	2	2006
Emergency Management	2	2006
Environmental Compliance	6	2006
Environmental Restoration	7	2006
Facility Maintenance Mgmt.	1	2006
Facility Representative	12	2006
Fire Protection	1	2006
Industrial Hygiene	3	2006
Mechanical Systems	1	2006
Nuclear Safety Systems	3	2006
Occupational Safety	4	2006
Project Management	11	2006
Radiation Protection	6	2006
Quality Assurance	4	2006
Safeguards and Security	3	2006
Senior Technical Safety Mgr.	16	2006
Waste Management	6	2006
OH Total	89	
<u>Rocky Flats Field Office</u>		
Criticality Safety	1	2006
Emergency Management	1	2006
Environmental Compliance	8	2006
Environmental Restoration	5	2006
Facility Representative	16	2006
Fire Protection	1	2006
Industrial Hygiene	2	2006
Nuclear Safety Systems	3	2006
Occupational Safety	5	2006
Project Management	14	2006
Quality Assurance	5	2006
Radiation Protection	2	2006
Safeguards and Security	9	2006
Senior Technical Safety Mgr.	13	2006
Site Infrastructure	4	2006
Transportation and Traffic Mgmt.	1	2006
Waste Management	11	2006
RFFO Total	101	

* 2006 is the planned closure year for each site. More detailed information about the dates for which positions will become available to other DOE sites will be determined as the closure site offices refine their staffing analyses. For further information, contact Nat Brown (937) 865-5051 at the Ohio Field Office or Steve Tower (303) 966-2133 at the Rocky Flats Field Office.

Status of DOE Technical Interns

Attachment 4

March 31, 2002

Update Frequency: Semi-Annually

2000 Class - Technical Leadership Development Program

Office	Major	University/College	Technical Skill Gaps (FTEs)	Technical Skill Gaps Filled
AL **	MS, Environmental Eng.	New Mexico State U	1 Crit. Safety	
	BS, Mechanical Eng.	Texas Tech U	4.2 Mech Eng.	
	MS, Eng. Management	U of Kansas	2.9 Elec. Eng.	
	MS, Construction Management	Florida International U	1.1 Inst & Cont.	
	MS, Physics	Creighton U	1 Fire Prot.	
	BS, Chemical Eng.	Texas A & M	1 Emer Prep.	
FE	MS, Mechanical Eng.	California State U	No Gaps	No Gaps
	PhD, Fuel Science	Pennsylvania State U		
Golden	MS, Civil Eng.	U of Illinois	No Gaps	No Gaps
	BS, Civil Eng.	U of Pittsburgh		
Oakland	MS, Mechanical Eng.	CA State U, Sacramento	1 Mech. Eng.	
			1 Elec Eng.	
			0.5 Civil Eng	
			1 Fire Prot.	
Richland	MS, Safety & Environmental Management	W. Virginia U	0.3 Elec. Eng.	
	MS, Forestry	U of Montana	1 Fire Prot.	
	M.E. Chemical Eng.	U of Idaho		
SRS	BS, Ceramic Eng.	Clemson U	No Gaps	No Gaps
	MS, Industrial Studies/Safety	Middle Texas State U		

2001 Class - Technical Intern Program

Office	Major	University/College	Technical Skill Gaps (FTEs)	Technical Skill Gaps Filled
AL **	BS, Civil Eng.	Southern U	1 Fire Prot.	
	BS, Mechanical Eng.	U of New Mexico	4.2 Mech Eng.	
	MS, Environmental Eng.	New Mexico State	2.9 Elec. Eng.	
	BS, Geological Eng.	New Mexico State	1.1 Inst & Cont.	
	BS, Civil Eng.	U of New Mexico	1 Crit. Safety	
	BS, Civil Eng.	New Mexico State	1 Emer Prep.	
Oak Ridge	BS, Environmental Science/Natural Resource Management	Tuskegee U	No Gaps	No Gaps
SRS	BS, Computer Eng.	U of S. Carolina	No Gaps	No Gaps
	BS, Chemistry	S. Carolina State		
	BS, Chemical Eng.	U of S. Carolina		
	BS, Mechanical Eng.	U of S. Carolina		
	BS, Mechanical Eng.	U of S. Carolina		
	BS, Electrical Eng.	U of S. Carolina		
	BS, Chemistry	S. Carolina State		
	BS, Computer Eng.	U of S. Carolina		

Summary Information

Total Number of Interns 31

Total DOE Offices Participating 7

Field Sites 6

HQ Program Office 1

Number

Percentage

Experience Levels

Three or More Years 14 45%

Recent Graduates 17 55%

** While no Technical Skill Gaps exist at the Albuquerque Operations Office, there are gaps at the following Albuquerque Site Offices:
Amarillo Site Office (1.7 Mech. Eng, 1 Elec. Eng)
Kirtland Site Office (1 Mech. Eng., 0.9 Elec. Eng., 0.1 Inst & Cont)
Los Alamos Site Office (1.5 Mech Eng., 1 Inst & Cont., 1 Crit Safety, 1 Fire Prot., 1 Emer Prep.)

Number of Universities/Colleges 21

Doctorates 1 3%
Masters 12 39%
Bachelors 18 58%

Different Degrees Types 17

Mechanical Eng. 6
Civil Eng. 5
Environmental Eng./Mgt.* 5
Chemical Eng. 3
Chemistry 2
Computer Eng. 2
Electrical Eng. 1
Ceramic Eng. 1
Physics 1
Fuel Science 1
Engineeringn Mgt. 1
Forestry 1
Industrial Safety 1
Geological Eng. 1

* 4 different Enviornmental Degrees